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A5850-2

SALARY INFORMATION FOR WORD PROCESSING PERSONNEL UNITED STATES CANADA 1981

- **15 word processing positions**
- **25,750 employees**
- **2,437 companies**

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U.S. Zip Code Regions:
0 - Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island 10
1 - Pennsylvania, New York, Delaware 11
2 - Washington DC, North Carolina, South Carolina, Virginia, West Virginia, Maryland 12
3 - Tennessee, Mississippi, Alabama, Georgia, Florida 13
4 - Michigan, Indiana, Ohio, Kentucky 14
5 - Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota 15
6 - Illinois, Nebraska, Kansas, Missouri 16
7 - Arkansas, Texas, Oklahoma, Louisiana 17
8 - Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona 18
9 - California, Washington, Oregon, Hawaii 19

U.S. Metropolitan Areas:
Atlanta 20
Baltimore 21
Boston 22
Chicago 23
Denver 24
Houston 25
Indianapolis 26
Lincoln/Omaha 27
Los Angeles 28
Minneapolis/St. Paul 29
New York City 30
Oakland/San Francisco 31
Philadelphia 32
Pittsburgh 33
Portland 34
Washington DC 35

Survey Results:
Total Canada 36
Montreal 37
Ottawa 38
Toronto 39

U.S. Industries:
Aerospace 40
Chemical/Allied Products 41
Food/Tobacco 42
Instruments 43
Petroleum/Coal/Rubber 44
Printing/Publishing 45
Transportation 46
Information Systems/Products Manufacturing/Sales 47
Other Manufacturing 48
Agriculture/Forestry 49
Banking/Credit Agencies 50
Education 51
Federal Government 52
State Government 53
Local Government 54
Insurance 55
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Medical Care 57
Association 58
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Retail/Wholesale/Import/Export 61
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Education 65
Insurance 66
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Other Professional Services 69
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INTRODUCTION

IWP's *Seventh Salary Survey Results* reports average, high and low weekly salary figures effective April 4, 1981 for 15 of the most widely accepted word processing positions. The number of survey responses has increased this year as it does each year IWP conducts the survey. This year, a total of 2,437 companies and 25,750 employees from the United States and Canada are included in the salary listings.

Though personnel classification depends greatly upon an individual organization's requirements, IWP has established these general position descriptions to serve as guidelines throughout the industry. The job titles and descriptions included in the survey are based on a study conducted by IWP's Salary Survey Task Force, appointed by the Executive Board. To ensure accurate representation of this rapidly changing industry, IWP will continually evaluate job titles and industry codes.

The International Information/Word Processing Association would like to thank all those who participated in the *Seventh Salary Survey Results*. With your consistent support, this survey will become more comprehensive and useful each year.

USE OF THE SURVEY

Considerable judgment is recommended when you compare the positions and salaries in this survey with your own company's. Review each job description — don't be guided by job titles alone! The figures are an excellent general guide for salary administration, but must be used in conjunction with other factors such as individual performance, length of employment, productivity, and general deportment.

The data tables found in this report can be used for:

- Comparing a company's word processing salary policy with the practices in a particular industry, metropolitan area or zip code region.
- Checking a company's job descriptions and ranking in comparison to the survey data.
- Evaluating the usefulness of "going rates" as a basis in establishing salary ranges in a job evaluation plan.

Figures for positions for which there are less than six companies reported (marked with asterisks) are subject to interpretation and, therefore, should be used with caution.

These Salary Survey results are an accurate compilation of salaries reported for specific jobs described in our questionnaire (a copy of which is reprinted on page 7). Because of the confidential nature of the survey, information from individual organizations is not available.

DATA BASE

Included in this report are salary tables for the United States and Canada. Data for the U.S. is listed overall and broken down into 10 zip code regions, 16 metropolitan areas and 25 industries. Respondents were asked to check appropriate code for the following industry listing which appeared in the survey.

01 Aerospace Industry
02 Chemical/Allied Products
03 Food/Tobacco
04 Instruments
05 Machinery
06 Paper/Paper Products
07 Petroleum/Coal/Rubber
08 Primary/Fabricated Metal
09 Printing/Publishing
10 Textile/Apparel
11 Transportation
12 Information Systems/ Products Manufacturing/Sales
13 Other Manufacturing
14 Agriculture/Forestry
15 Banking/Credit Agencies
16 Education
17 Federal Government
18 State Government
19 Local Government
20 Insurance
21 Investment
22 Construction
23 Legal Services
24 Medical Care
25 Association
26 Other Professional Services
27 Public Utilities
28 Retail/Wholesale/ Import/Export
29 Research/Engineering
30 Information Management
31 Information Service Bureau
32 Other Non-Manufacturing

Industry codes 05 (Machinery), 06 (Paper/Paper Products), 08 (Primary/Fabricated Metal), 10 (Textile, Apparel), 14 (Agriculture, Forestry), 21 (Investment), 22 (Construction), and 30 (Information Management) were excluded from the U.S. tables since sufficient data was not reported. The Canadian section includes total Canada and three metropolitan areas — Montreal, Ottawa and Toronto. As with the 1980 survey, seven Canadian industries yielded sufficient data to be included in the survey. They include: 07 (Petroleum, Coal Rubber), 16 (Education), 20 (Insurance), 23 (Legal Services), 26 (Other Professional Services), 27 (Public Utilities), and 32 (Other Non-Manufacturing).

The results for Canada's industries begin on page 65.

Figures for the 2,430 companies and 25,750 employees in the United States and Canada are not combined since the difference in the economies and exchange rate would distort the data. In the United States, a total of 2,203 companies contributed figures for 23,430 employees. In Canada, 234 companies and 2,320 employees are represented.

You will find that there are 32 levels of salary ranges. The categories from $105 to $149 are $4 increments, from $150 to $199, $9 increments, from $200 to $499, $24 increments, from $500 to $600, $50 increments, from $600 to $800, $100 increments, and the last category is defined as $1001 and over. The midpoint in each range was used in tabulating the data. For example, for every employee reported in the $105-$109 range, $107 was the figure used for tabulation. Equally, $212 was used in the $200-$224 range and $650 was used in the $600-$700 range.

Respondents were instructed to include only that bonus pay and extra compensation which is paid regularly, to omit overtime pay and not to report part-time employees. Also, respondents were asked to indicate the number of hours in their work week. The average work week is reported for each table. The salary data is not adjusted to the average work week, but is tabulated as reported.

JOB TITLES AND DESCRIPTIONS FOR WORD PROCESSING PERSONNEL

NOTE: All positions are non-exempt (hourly wage) except where noted.

A. WORD PROCESSING TRAINEE

Entry level position for those having 0-12 months word processing experience. Must have adequate typing skills, good knowledge of grammar, punctuation, spelling and formatting, the ability to use dictionaries, handbooks and other reference materials, and be oriented toward teamwork and the use of machines. A trainee's functions include routine transcription and manipulation of text from various types of source information (dictation, handwritten, etc.). Maintains own production records, and may be required to proofread own work.

B. WORD PROCESSING OPERATOR

The next level up from WP Trainee for those having 6-24 months word processing experience. In addition to having all the qualifications and functions of position A, a Word Processing Operator handles special documents, meets established quality standards, uses all of a machine's text editing functions and is familiar with department terminology and company practices.

C. WORD PROCESSING SPECIALIST I

A Word Processing Operator with a minimum of 18 months experience who can format, produce and revise complicated documents, such as lengthy technical and statistical reports, from complex source information, including the retrieval of text and data from electronic files. Exercises independent action when interpreting instructions to produce a quality document, understands proofreader marks, and assumes full responsibility for document accuracy and completeness. Has a thorough knowledge of center procedures and maintenance of records. May operate word processing equipment in the telecommunications mode.

D. WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR

A person at this level exercises all of the competencies of position C and may act as Assistant Supervisor. A Word Processing Specialist II is able to operate all the information processing equipment within the installation. Responsibilities include coordinating and assigning work, analyzing requirements for specific projects, communicating with users, compiling production statistics and recommending changes in center procedures. May also assist in training personnel.

E. PHOTOTYPESETTING SPECIALIST

A Word Processing Operator who enters special codes while keyboarding and revising text that is to be output on a photocomposition system. Has knowledge of points, picas, typefaces, leading, format requirements, production techniques, and other aspects of typesetting and printing.

F. WORD PROCESSING TRAINER

Someone with a minimum of 24 months experience operating word processing systems who spends the majority of time training new operators. May also be responsible for instructing users in dictation methods and other procedures to insure maximum utilization of a wp center. Should make recommendations to management concerning new equipment purchases from the standpoint of ease of use.

G. PROOFREADER

Proofreads typed copy for text content, spelling, punctuation, grammar, and typographical errors. May be responsible for setting grammar and format standards, guidance and/or training of secretaries and principals.

H. WORD PROCESSING SUPERVISOR

With all the competencies of a Word Processing Specialist II, a Supervisor is responsible for the operation of a center (or section within a large center). Schedules and coordinates workflow, assists word processing personnel in document production and in establishing and maintaining quality standards. Also analyzes production data and procedures, identifies potential improvements and may be responsible partially for budgets and equipment recommendations. Reports to Word Processing Manager.

I. WORD PROCESSING MANAGER

Exempt (salaried). Responsible for the overall operation of a word processing center, including the guidance of supervisors, personnel administration, staff requirements, user liaison and evaluation, design and implementation of future wp systems. Also is responsible for budgets, overall production reports, and coordination of services with administrative support. May also manage the operation of photocopying, printing, mailing or graphics services. In larger organizations, the Word Processing Manager reports to Information Systems Manager.

AA. ADMINISTRATIVE SECRETARY

Someone who works for a group of principals as part of a team under the direction of an Administrative Support Supervisor or Manager. Responsibilities include such support functions as filing, photocopying, maintaining calendars, records and lists, and providing special secretarial services, etc.

BB. SENIOR ADMINISTRATIVE SECRETARY

Has a record of exceptional performance. At times may act as assistant to supervisor of an administrative team and is qualified to compose and edit documents for principals, provide research support and perform other para-professional duties. Handles special projects and is fully aware of company standards and practices.

CC. ADMINISTRATIVE SUPPORT SUPERVISOR

May have the responsibilities of position BB in addition to scheduling and administering workflow to a team of administrative secretaries. Responsible for liaison with and training of users who benefit from administrative support. Evaluates staffing requirements, prepares management reports, recommends new methods of handling administrative secretaries. Reports to Administrative Support Manager.

DD. ADMINISTRATIVE SUPPORT MANAGER

Exempt (salaried). Has full responsibility for developing, maintaining and evaluating all services under administrative support within an organization, such as filing, telephone, mail and para-professional support. Monitors the success of the administrative support group and is familiar with the company's goals and objectives. Works closely with the Word Processing Manager to ensure cooperation of the two functions. May manage other major administrative duties such as records and retention, microfilm, print shop, purchasing, etc. Reports to Information Systems Manager (in large organizations).

EE. STAFF ANALYST

Exempt (salaried). Responsible for consulting and assisting Word Processing and Administrative Support Supervisors and Managers. Conducts studies, reviews operations and determines and recommends appropriate staffing, procedures and equipment. Reports to Information Systems Manager or Word Processing Manager or Administrative Support Manager.

J. INFORMATION MANAGER

Exempt (salaried). May be Vice President or Assistant to Vice President in some organizations. **Has total responsibility for all aspects of an organization's office system, including word processing, administrative support and other information processing functions.** Ensures the collaboration of all support functions. Reports to a chief executive officer.

Please Report Weekly Salary Rates	Word Processing Trainee	Word Processing Operator	Word Processing Specialist I	Word Processing Specialist II/Assistant Supervisor	Phototypesetting Specialist	Word Processing Trainer	Proofreader	Word Processing Supervisor	Word Processing Manager	Administrative Secretary	Senior Administrative Secretary	Administrative Support Supervisor	Administrative Support Manager	Staff Analyst	Information Manager	TOTAL EMPLOYEES REPORTED
	A	B	C	D	E	F	G	H	I	AA	BB	CC	DD	EE	J	
105-109																
110-114																
115-119																
120-124																
125-129																
130-134																
135-139																
140-144																
145-149																
150-159																
160-169																
170-179																
180-189																
190-199																
200-224																
225-249																
250-274																
275-299																
300-324																
325-349																
350-374																
375-399																
400-424																
425-449																
450-474																
475-499																
500-550																
551-600																
601-700																
701-800																
801-1000																
1001 & over																
EMPLOYEES TOTAL																

SAMPLE

ADD TOTALS HORIZONTALLY AND VERTICALLY

Number hours in average work week_____

U.S. ZIP CODE REGIONS
U.S. AND CANADIAN METROPOLITAN AREAS

TOTAL UNITED STATES

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	819	1,984	194.72	262.00	107.00
B	WORD PROCESSING OPERATOR	1,364	5,345	229.56	437.00	107.00
C	WORD PROCESSING SPECIALIST I	1,163	4,168	255.86	462.00	107.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	874	1,515	279.58	525.00	155.00
E	PHOTOTYPESETTING SPECIALIST	174	312	265.87	437.00	107.00
F	WORD PROCESSING TRAINER	140	176	311.32	900.00	107.00
G	PROOFREADER	260	511	269.44	575.00	107.00
H	WORD PROCESSING SUPERVISOR	1,075	1,460	328.12	650.00	107.00
I	WORD PROCESSING MANAGER	678	716	395.19	575.00	155.00
AA	ADMINISTRATIVE SECRETARY	358	4,236	248.43	462.00	107.00
BB	SENIOR ADMINISTRATIVE SECRETARY	238	1,926	287.89	900.00	137.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	124	350	342.97	1,001.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	174	206	465.20	1,001.00	262.00
EE	STAFF ANALYST	132	220	469.38	1,001.00	237.00
J	INFORMATION MANAGER	294	305	563.43	1,001.00	237.00
	AVERAGE HRS/WK	38.9				
	COMPANIES RESPONDING	2,203				

* Small samples produce less significant data.

ZIP CODE REGION 0
(Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	86	179	191.97	262.00	107.00
B	WORD PROCESSING OPERATOR	137	485	216.44	387.00	107.00
C	WORD PROCESSING SPECIALIST I	118	334	244.88	412.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	87	134	265.22	412.00	165.00
E	PHOTOTYPESETTING SPECIALIST	20	31	248.55	337.00	185.00
F	WORD PROCESSING TRAINER	15	19	260.42	337.00	107.00
G	PROOFREADER	25	47	241.98	337.00	165.00
H	WORD PROCESSING SUPERVISOR	108	145	315.46	525.00	185.00
I	WORD PROCESSING MANAGER	74	76	390.67	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	24	160	238.41	337.00	142.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	216	263.50	412.00	142.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	20	380.80	750.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	18	20	500.35	1.001.00	262.00
EE	STAFF ANALYST	13	20	462.80	750.00	262.00
J	INFORMATION MANAGER	21	21	596.95	1.001.00	312.00
	AVERAGE HRS/WK	37.8				
	COMPANIES RESPONDING	215				

* Small samples produce less significant data.

ZIP CODE REGION 1
(Pennsylvania, New York, Delaware)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	108	261	195.39	262.00	132.00
B	WORD PROCESSING OPERATOR	204	770	233.78	387.00	132.00
C	WORD PROCESSING SPECIALIST I	149	666	263.08	462.00	112.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	118	190	278.88	525.00	155.00
E	PHOTOTYPESETTING SPECIALIST	20	35	264.20	412.00	175.00
F	WORD PROCESSING TRAINER	23	33	335.94	650.00	175.00
G	PROOFREADER	38	71	243.86	362.00	165.00
H	WORD PROCESSING SUPERVISOR	142	201	348.24	650.00	132.00
I	WORD PROCESSING MANAGER	83	89	417.04	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	62	736	263.34	387.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	44	470	292.20	437.00	185.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	29	55	367.53	462.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	30	34	487.59	750.00	262.00
EE	STAFF ANALYST	19	34	475.47	750.00	312.00
J	INFORMATION MANAGER	46	53	593.45	1,001.00	262.00
	AVERAGE HRS/WK	37.9				
	COMPANIES RESPONDING	296				

* Small samples produce less significant data.

ZIP CODE REGION 2
(Washington DC, North Carolina, South Carolina, Virginia, West Virginia, Maryland)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	79	233	182.03	262.00	132.00
B	WORD PROCESSING OPERATOR	142	596	215.88	437.00	112.00
C	WORD PROCESSING SPECIALIST I	96	362	241.18	412.00	142.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	82	157	261.94	437.00	165.00
E	PHOTOTYPESETTING SPECIALIST	11	19	257.37	362.00	185.00
F	WORD PROCESSING TRAINER	9	14	315.57	412.00	262.00
G	PROOFREADER	25	55	270.98	487.00	155.00
H	WORD PROCESSING SUPERVISOR	111	163	313.22	650.00	175.00
I	WORD PROCESSING MANAGER	71	72	364.14	525.00	212.00
AA	ADMINISTRATIVE SECRETARY	38	480	277.54	412.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	28	159	290.03	575.00	175.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	18	351.61	525.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	17	19	455.58	900.00	262.00
EE	STAFF ANALYST	17	33	492.18	900.00	237.00
J	INFORMATION MANAGER	43	43	572.79	1,001.00	237.00
	AVERAGE HRS/WK	38.7				
	COMPANIES RESPONDING	218				

* Small samples produce less significant data.

ZIP CODE REGION 3
(Tennessee, Mississippi, Alabama, Georgia, Florida)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	63	138	185.14	262.00	122.00
B	WORD PROCESSING OPERATOR	120	381	211.13	437.00	127.00
C	WORD PROCESSING SPECIALIST I	100	295	230.37	337.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	56	78	252.76	437.00	175.00
E	PHOTOTYPESETTING SPECIALIST	10	14	220.21	262.00	165.00
F	WORD PROCESSING TRAINER	14	15	260.20	337.00	185.00
G	PROOFREADER	17	19	206.58	312.00	132.00
H	WORD PROCESSING SUPERVISOR	103	126	291.48	575.00	175.00
I	WORD PROCESSING MANAGER	56	57	378.11	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	24	98	218.86	312.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	17	27	256.22	337.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	8	308.88	412.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	13	14	387.07	650.00	262.00
EE	STAFF ANALYST	13	15	387.13	575.00	237.00
J	INFORMATION MANAGER	20	24	528.50	1,001.00	237.00
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	200				

* Small samples produce less significant data.

ZIP CODE REGION 4
(Michigan, Indiana, Ohio, Kentucky)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	83	213	190.93	262.00	132.00
B	WORD PROCESSING OPERATOR	125	525	216.59	412.00	147.00
C	WORD PROCESSING SPECIALIST I	117	467	247.92	462.00	147.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	82	156	268.14	525.00	175.00
E	PHOTOTYPESETTING SPECIALIST	16	28	237.54	362.00	195.00
F	WORD PROCESSING TRAINER	9	13	285.08	387.00	212.00
G	PROOFREADER	16	32	228.44	362.00	165.00
H	WORD PROCESSING SUPERVISOR	94	146	320.64	575.00	185.00
I	WORD PROCESSING MANAGER	67	74	372.42	575.00	155.00
AA	ADMINISTRATIVE SECRETARY	37	424	232.65	462.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	31	270	249.41	575.00	147.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	13	124	283.77	437.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	13	407.23	650.00	262.00
EE	STAFF ANALYST	15	23	463.83	750.00	287.00
J	INFORMATION MANAGER	22	22	626.59	1,001.00	362.00
	AVERAGE HRS/WK	39.3				
	COMPANIES RESPONDING	206				

* Small samples produce less significant data.

ZIP CODE REGION 5
(Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	39	121	186.31	262.00	132.00
B	WORD PROCESSING OPERATOR	64	256	224.90	387.00	137.00
C	WORD PROCESSING SPECIALIST I	51	199	235.49	312.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	47	80	265.00	412.00	175.00
E	PHOTOTYPESETTING SPECIALIST	15	26	259.42	337.00	195.00
F	WORD PROCESSING TRAINER	5*	5	262.00	312.00	212.00
G	PROOFREADER	5*	7	220.86	287.00	175.00
H	WORD PROCESSING SUPERVISOR	55	63	314.35	487.00	185.00
I	WORD PROCESSING MANAGER	27	28	394.18	525.00	312.00
AA	ADMINISTRATIVE SECRETARY	22	103	225.68	337.00	147.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	38	296.87	412.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	14	366.50	525.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	431.00	525.00	337.00
EE	STAFF ANALYST	2*	5	479.60	650.00	362.00
J	INFORMATION MANAGER	16	16	483.31	750.00	262.00
	AVERAGE HRS/WK	39.3				
	COMPANIES RESPONDING	102				

* Small samples produce less significant data.

ZIP CODE REGION 6
(Illinois, Nebraska, Kansas, Missouri)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	89	191	195.10	262.00	142.00
B	WORD PROCESSING OPERATOR	146	846	225.14	412.00	112.00
C	WORD PROCESSING SPECIALIST I	143	626	252.06	412.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	98	218	276.79	462.00	175.00
E	PHOTOTYPESETTING SPECIALIST	29	46	239.48	437.00	107.00
F	WORD PROCESSING TRAINER	16	17	303.18	412.00	212.00
G	PROOFREADER	36	77	221.26	387.00	155.00
H	WORD PROCESSING SUPERVISOR	122	186	322.05	650.00	185.00
I	WORD PROCESSING MANAGER	85	90	401.93	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	44	1,270	234.70	412.00	132.00
BB	SENIOR ADMINISTRATIVE SECRETARY	20	383	300.57	412.00	185.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	13	52	349.77	525.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	16	20	449.60	650.00	312.00
EE	STAFF ANALYST	9	19	406.79	575.00	312.00
J	INFORMATION MANAGER	28	28	532.79	900.00	312.00
	AVERAGE HRS/WK	38.8				
	COMPANIES RESPONDING	235				

* Small samples produce less significant data.

ZIP CODE REGION 7
(Arkansas, Texas, Oklahoma, Louisiana)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	87	201	205.86	262.00	107.00
B	WORD PROCESSING OPERATOR	126	403	239.22	387.00	107.00
C	WORD PROCESSING SPECIALIST I	113	259	257.20	462.00	132.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	80	126	289.61	487.00	185.00
E	PHOTOTYPESETTING SPECIALIST	15	19	247.89	337.00	155.00
F	WORD PROCESSING TRAINER	14	17	322.29	462.00	237.00
G	PROOFREADER	29	52	248.25	525.00	142.00
H	WORD PROCESSING SUPERVISOR	95	107	342.99	650.00	212.00
I	WORD PROCESSING MANAGER	66	71	381.23	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	33	204	247.53	387.00	107.00
BB	SENIOR ADMINISTRATIVE SECRETARY	18	70	340.01	900.00	137.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	13	503.46	900.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	7	532.00	1,001.00	312.00
EE	STAFF ANALYST	12	17	575.71	1,001.00	237.00
J	INFORMATION MANAGER	22	22	515.18	1,001.00	237.00
	AVERAGE HRS/WK	39.6				
	COMPANIES RESPONDING	206				

* Small samples produce less significant data.

ZIP CODE REGION 8
(Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	57	130	194.48	262.00	107.00
B	WORD PROCESSING OPERATOR	86	353	220.96	312.00	117.00
C	WORD PROCESSING SPECIALIST I	73	254	241.71	362.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	62	93	264.28	387.00	185.00
E	PHOTOTYPESETTING SPECIALIST	12	31	273.29	412.00	212.00
F	WORD PROCESSING TRAINER	10	11	284.73	362.00	212.00
G	PROOFREADER	16	37	471.00	575.00	165.00
H	WORD PROCESSING SUPERVISOR	65	80	307.53	487.00	165.00
I	WORD PROCESSING MANAGER	41	49	396.55	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	22	120	223.58	337.00	117.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	56	249.64	362.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	4	318.25	337.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	20	21	441.86	900.00	262.00
EE	STAFF ANALYST	8	11	376.82	650.00	237.00
J	INFORMATION MANAGER	17	17	476.94	1,001.00	237.00
	AVERAGE HRS/WK	39.8				
	COMPANIES RESPONDING	140				

* Small samples produce less significant data.

ZIP CODE REGION 9
(California, Washington, Oregon, Hawaii)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	127	315	207.65	262.00	107.00
B	WORD PROCESSING OPERATOR	211	719	269.50	412.00	107.00
C	WORD PROCESSING SPECIALIST I	197	690	291.11	437.00	107.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	157	272	319.31	525.00	212.00
E	PHOTOTYPESETTING SPECIALIST	25	62	326.11	437.00	212.00
F	WORD PROCESSING TRAINER	24	31	363.52	900.00	195.00
G	PROOFREADER	51	112	298.81	525.00	107.00
H	WORD PROCESSING SUPERVISOR	178	240	361.30	650.00	107.00
I	WORD PROCESSING MANAGER	104	106	428.26	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	52	641	262.76	412.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	37	236	318.99	487.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	23	42	406.74	750.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	40	56	482.52	1,001.00	287.00
EE	STAFF ANALYST	24	43	489.88	750.00	262.00
J	INFORMATION MANAGER	57	57	579.21	1,001.00	312.00
	AVERAGE HRS/WK	39.2				
	COMPANIES RESPONDING	377				

* Small samples produce less significant data.

ATLANTA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	20	39	201.41	237.00	155.00
B	WORD PROCESSING OPERATOR	24	60	251.05	437.00	175.00
C	WORD PROCESSING SPECIALIST I	22	47	247.11	312.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	13	313.92	437.00	237.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	2*	2	287.00	287.00	287.00
G	PROOFREADER	4*	4	239.00	287.00	195.00
H	WORD PROCESSING SUPERVISOR	22	23	333.78	575.00	237.00
I	WORD PROCESSING MANAGER	14	14	411.21	575.00	287.00
AA	ADMINISTRATIVE SECRETARY	10	34	244.59	312.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	8	271.38	337.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	349.50	412.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	4	318.25	437.00	262.00
EE	STAFF ANALYST	5*	6	383.00	575.00	262.00
J	INFORMATION MANAGER	4*	4	521.75	575.00	412.00
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	44				

* Small samples produce less significant data.

BALTIMORE
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	5*	14	172.86	185.00	155.00
B	WORD PROCESSING OPERATOR	14	70	212.57	437.00	155.00
C	WORD PROCESSING SPECIALIST I	14	36	213.97	262.00	147.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	12	235.17	287.00	165.00
E	PHOTOTYPESETTING SPECIALIST					
F	WORD PROCESSING TRAINER					
G	PROOFREADER	2*	2	399.50	487.00	312.00
H	WORD PROCESSING SUPERVISOR	17	19	279.11	387.00	212.00
I	WORD PROCESSING MANAGER	4*	4	368.25	487.00	262.00
AA	ADMINISTRATIVE SECRETARY	5*	26	222.73	262.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	9	267.56	337.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	5	302.00	412.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	449.50	487.00	412.00
EE	STAFF ANALYST	2*	2	287.00	337.00	237.00
J	INFORMATION MANAGER	4*	4	659.25	900.00	437.00
	AVERAGE HRS/WK	38.3				
	COMPANIES RESPONDING	21				

* Small samples produce less significant data.

BOSTON
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	11	17	218.82	262.00	142.00
B	WORD PROCESSING OPERATOR	19	51	238.24	287.00	175.00
C	WORD PROCESSING SPECIALIST I	11	19	271.21	312.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	13	287.00	387.00	237.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	312.00	337.00	262.00
F	WORD PROCESSING TRAINER	3*	5	262.00	287.00	212.00
G	PROOFREADER	6	13	226.46	337.00	165.00
H	WORD PROCESSING SUPERVISOR	17	22	321.09	387.00	262.00
I	WORD PROCESSING MANAGER	8	8	454.25	575.00	337.00
AA	ADMINISTRATIVE SECRETARY	1*	1	262.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	324.50	362.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR					
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	825.50	1,001.00	650.00
EE	STAFF ANALYST	1*	3	470.67	525.00	362.00
J	INFORMATION MANAGER	2*	2	825.00	900.00	750.00
	AVERAGE HRS/WK	36.4				
	COMPANIES RESPONDING	24				

* Small samples produce less significant data.

CHICAGO
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	27	76	208.39	262.00	165.00
B	WORD PROCESSING OPERATOR	36	404	232.13	337.00	165.00
C	WORD PROCESSING SPECIALIST I	40	297	266.24	362.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	27	67	291.85	387.00	212.00
E	PHOTOTYPESETTING SPECIALIST	5*	5	277.00	312.00	212.00
F	WORD PROCESSING TRAINER	4*	4	330.75	412.00	262.00
G	PROOFREADER	9	22	261.59	387.00	165.00
H	WORD PROCESSING SUPERVISOR	29	76	349.01	525.00	262.00
I	WORD PROCESSING MANAGER	27	30	441.70	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	13	263	238.09	362.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	210	289.26	412.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	428.67	462.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	477.75	650.00	387.00
EE	STAFF ANALYST	3*	12	405.75	437.00	362.00
J	INFORMATION MANAGER	5*	5	730.00	750.00	650.00
	AVERAGE HRS/WK	37.8				
	COMPANIES RESPONDING	51				

* Small samples produce less significant data.

DENVER
(zip code region 8)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	13	35	194.51	262.00	137.00
B	WORD PROCESSING OPERATOR	16	116	216.80	287.00	165.00
C	WORD PROCESSING SPECIALIST I	18	78	262.10	362.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	14	288.64	362.00	185.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	3*	3	295.33	312.00	262.00
G	PROOFREADER	3*	4	200.50	287.00	165.00
H	WORD PROCESSING SUPERVISOR	16	18	312.61	412.00	165.00
I	WORD PROCESSING MANAGER	11	12	409.00	525.00	312.00
AA	ADMINISTRATIVE SECRETARY	4*	5	227.00	262.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	5	307.00	337.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	312.00	337.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	443.25	487.00	337.00
EE	STAFF ANALYST	1*	1	487.00	487.00	487.00
J	INFORMATION MANAGER	3*	3	458.00	575.00	312.00
	AVERAGE HRS/WK	39.6				
	COMPANIES RESPONDING	29				

* Small samples produce less significant data.

HOUSTON
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	22	56	227.07	262.00	175.00
B	WORD PROCESSING OPERATOR	39	141	269.08	387.00	185.00
C	WORD PROCESSING SPECIALIST I	33	71	297.21	462.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	27	45	335.89	487.00	237.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	287.00	337.00	237.00
F	WORD PROCESSING TRAINER	7	7	337.00	387.00	262.00
G	PROOFREADER	13	25	268.00	437.00	212.00
H	WORD PROCESSING SUPERVISOR	30	34	379.68	575.00	287.00
I	WORD PROCESSING MANAGER	16	21	399.52	575.00	312.00
AA	ADMINISTRATIVE SECRETARY	8	70	274.41	387.00	147.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	17	350.24	437.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	550.00	575.00	525.00
EE	STAFF ANALYST	6	6	447.50	525.00	337.00
J	INFORMATION MANAGER	5*	5	590.00	750.00	525.00
	AVERAGE HRS/WK	40.0				
	COMPANIES RESPONDING	55				

* Small samples produce less significant data.

INDIANAPOLIS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	7	10	181.40	212.00	165.00
B	WORD PROCESSING OPERATOR	9	29	214.72	337.00	165.00
C	WORD PROCESSING SPECIALIST I	14	29	206.10	287.00	147.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	7	265.57	287.00	237.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	270.25	337.00	195.00
F	WORD PROCESSING TRAINER	1*	1	312.00	312.00	312.00
G	PROOFREADER	1*	3	228.67	237.00	212.00
H	WORD PROCESSING SUPERVISOR	9	9	314.78	487.00	237.00
I	WORD PROCESSING MANAGER	7	7	369.14	437.00	287.00
AA	ADMINISTRATIVE SECRETARY	2*	2	237.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	49	255.88	337.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	650.00	650.00	650.00
EE	STAFF ANALYST	2*	2	387.00	412.00	362.00
J	INFORMATION MANAGER	2*	2	412.00	462.00	362.00
	AVERAGE HRS/WK	38.4				
	COMPANIES RESPONDING	20				

* Small samples produce less significant data.

LINCOLN/OMAHA
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	12	19	186.53	262.00	142.00
B	WORD PROCESSING OPERATOR	18	58	220.43	412.00	112.00
C	WORD PROCESSING SPECIALIST I	17	37	224.27	412.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	21	256.10	462.00	175.00
E	PHOTOTYPESETTING SPECIALIST	5*	6	219.00	337.00	165.00
F	WORD PROCESSING TRAINER	3*	4	293.25	337.00	212.00
G	PROOFREADER	3*	10	187.20	237.00	155.00
H	WORD PROCESSING SUPERVISOR	23	26	295.12	525.00	185.00
I	WORD PROCESSING MANAGER	13	13	354.38	525.00	237.00
AA	ADMINISTRATIVE SECRETARY	4*	9	268.67	412.00	142.00
BB	SENIOR ADMINISTRATIVE SECRETARY					
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	324.50	337.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER					
EE	STAFF ANALYST					
J	INFORMATION MANAGER	1*	1	362.00	362.00	362.00
	AVERAGE HRS/WK	38.8				
	COMPANIES RESPONDING	34				

* Small samples produce less significant data.

LOS ANGELES
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	14	31	225.81	262.00	175.00
B	WORD PROCESSING OPERATOR	32	72	279.47	362.00	195.00
C	WORD PROCESSING SPECIALIST I	30	101	319.92	437.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	31	40	343.88	487.00	237.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	2*	7	272.71	287.00	212.00
G	PROOFREADER	7	11	273.36	337.00	212.00
H	WORD PROCESSING SUPERVISOR	32	37	404.92	525.00	287.00
I	WORD PROCESSING MANAGER	15	15	485.53	575.00	337.00
AA	ADMINISTRATIVE SECRETARY	7	8	299.50	412.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	11	382.45	487.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR					
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	572.67	750.00	387.00
EE	STAFF ANALYST	5*	15	493.93	750.00	337.00
J	INFORMATION MANAGER	6	6	610.33	750.00	412.00
	AVERAGE HRS/WK	38.2				
	COMPANIES RESPONDING	54				

* Small samples produce less significant data.

MINNEAPOLIS/ST. PAUL
(zip code region 5)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	9	29	196.86	262.00	165.00
B	WORD PROCESSING OPERATOR	16	75	260.29	387.00	185.00
C	WORD PROCESSING SPECIALIST I	11	45	234.96	287.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	29	280.97	412.00	212.00
E	PHOTOTYPESETTING SPECIALIST	3*	5	272.00	337.00	237.00
F	WORD PROCESSING TRAINER	1*	1	312.00	312.00	312.00
G	PROOFREADER	2*	3	204.00	262.00	175.00
H	WORD PROCESSING SUPERVISOR	13	19	342.26	462.00	287.00
I	WORD PROCESSING MANAGER	7	8	416.75	525.00	312.00
AA	ADMINISTRATIVE SECRETARY	5*	13	247.62	312.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	4	312.00	337.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	4	402.75	525.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER					
EE	STAFF ANALYST	2*	5	479.60	650.00	362.00
J	INFORMATION MANAGER	3*	3	466.33	650.00	362.00
	AVERAGE HRS/WK	39.3				
	COMPANIES RESPONDING	23				

* Small samples produce less significant data.

NEW YORK CITY
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	26	73	206.85	262.00	147.00
B	WORD PROCESSING OPERATOR	52	262	252.10	387.00	165.00
C	WORD PROCESSING SPECIALIST I	40	262	298.30	462.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	26	42	301.00	525.00	237.00
E	PHOTOTYPESETTING SPECIALIST	6	8	288.00	412.00	195.00
F	WORD PROCESSING TRAINER	5*	10	365.80	650.00	287.00
G	PROOFREADER	13	27	250.26	362.00	195.00
H	WORD PROCESSING SUPERVISOR	36	61	388.10	575.00	262.00
I	WORD PROCESSING MANAGER	28	30	456.33	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	24	452	265.67	387.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	18	231	304.97	412.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	22	372.36	525.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	13	17	490.88	750.00	262.00
EE	STAFF ANALYST	9	20	516.70	1,001.00	312.00
J	INFORMATION MANAGER	20	23	662.91	900.00	337.00
	AVERAGE HRS/WK	36.6				
	COMPANIES RESPONDING	73				

* Small samples produce less significant data.

OAKLAND/SAN FRANCISCO
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	8	18	230.17	262.00	165.00
B	WORD PROCESSING OPERATOR	23	156	328.35	387.00	212.00
C	WORD PROCESSING SPECIALIST I	26	108	340.47	437.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	25	349.00	487.00	262.00
E	PHOTOTYPESETTING SPECIALIST	2*	4	318.25	337.00	312.00
F	WORD PROCESSING TRAINER					
G	PROOFREADER	9	17	260.53	312.00	237.00
H	WORD PROCESSING SUPERVISOR	24	38	380.79	575.00	287.00
I	WORD PROCESSING MANAGER	12	12	474.58	575.00	412.00
AA	ADMINISTRATIVE SECRETARY	3*	7	319.14	362.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	274.50	312.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	262.00	262.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	462.00	462.00	462.00
EE	STAFF ANALYST	4*	4	528.00	650.00	362.00
J	INFORMATION MANAGER	6	6	564.33	900.00	387.00
	AVERAGE HRS/WK	37.7				
	COMPANIES RESPONDING	38				

* Small samples produce less significant data.

PHILADELPHIA
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	18	60	183.05	262.00	132.00
B	WORD PROCESSING OPERATOR	28	111	226.22	362.00	155.00
C	WORD PROCESSING SPECIALIST I	27	120	234.54	312.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	47	271.57	337.00	212.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	4*	7	258.43	312.00	212.00
G	PROOFREADER	7	10	227.20	312.00	165.00
H	WORD PROCESSING SUPERVISOR	24	37	353.22	487.00	262.00
I	WORD PROCESSING MANAGER	12	16	413.63	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	10	135	271.83	387.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	189	277.45	437.00	185.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	19	398.21	900.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	574.75	750.00	437.00
EE	STAFF ANALYST	1*	1	650.00	650.00	650.00
J	INFORMATION MANAGER	4*	8	504.38	900.00	262.00
	AVERAGE HRS/WK	37.8				
	COMPANIES RESPONDING	37				

* Small samples produce less significant data.

PITTSBURGH
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	13	24	198.50	262.00	165.00
B	WORD PROCESSING OPERATOR	25	63	239.19	337.00	165.00
C	WORD PROCESSING SPECIALIST I	14	40	281.65	362.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	18	308.56	525.00	237.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	242.75	287.00	185.00
F	WORD PROCESSING TRAINER	2*	3	608.33	650.00	525.00
G	PROOFREADER	4*	7	213.71	312.00	165.00
H	WORD PROCESSING SUPERVISOR	14	16	363.56	487.00	287.00
I	WORD PROCESSING MANAGER	10	10	441.00	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	9	41	255.90	362.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	7	344.14	387.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	337.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	394.60	650.00	262.00
EE	STAFF ANALYST	1*	1	362.00	362.00	362.00
J	INFORMATION MANAGER	2*	2	437.00	462.00	412.00
	AVERAGE HRS/WK	38.6				
	COMPANIES RESPONDING	35				

* Small samples produce less significant data.

PORTLAND
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	18	32	197.06	262.00	107.00
B	WORD PROCESSING OPERATOR	21	42	223.24	387.00	175.00
C	WORD PROCESSING SPECIALIST I	20	40	239.28	312.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	19	262.00	287.00	212.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	274.50	312.00	237.00
F	WORD PROCESSING TRAINER	1*	1	262.00	262.00	262.00
G	PROOFREADER	1*	1	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	17	19	293.58	462.00	237.00
I	WORD PROCESSING MANAGER	9	9	359.22	437.00	262.00
AA	ADMINISTRATIVE SECRETARY	5*	39	223.97	337.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	25	282.00	387.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	10	328.30	525.00	287.00
EE	STAFF ANALYST	2*	3	378.67	437.00	337.00
J	INFORMATION MANAGER	4*	4	506.00	650.00	337.00
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	31				

* Small samples produce less significant data.

WASHINGTON DC
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	13	65	192.91	262.00	155.00
B	WORD PROCESSING OPERATOR	29	194	221.59	337.00	175.00
C	WORD PROCESSING SPECIALIST I	12	47	295.09	362.00	142.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	26	308.15	412.00	212.00
E	PHOTOTYPESETTING SPECIALIST	2*	4	247.25	362.00	195.00
F	WORD PROCESSING TRAINER	3*	3	362.00	412.00	287.00
G	PROOFREADER	5*	20	289.45	337.00	195.00
H	WORD PROCESSING SUPERVISOR	20	37	353.89	412.00	237.00
I	WORD PROCESSING MANAGER	17	17	394.47	525.00	237.00
AA	ADMINISTRATIVE SECRETARY	11	243	316.35	412.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	52	321.13	462.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	4	412.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER					
EE	STAFF ANALYST	7	19	514.26	900.00	287.00
J	INFORMATION MANAGER	13	13	551.77	1,001.00	237.00
	AVERAGE HRS/WK	38.9				
	COMPANIES RESPONDING	42				

* Small samples produce less significant data.

TOTAL CANADA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	88	224	215.37	262.00	147.00
B	WORD PROCESSING OPERATOR	146	583	262.08	387.00	142.00
C	WORD PROCESSING SPECIALIST I	105	440	291.10	437.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	80	158	308.84	412.00	212.00
E	PHOTOTYPESETTING SPECIALIST	17	39	319.72	412.00	165.00
F	WORD PROCESSING TRAINER	14	16	343.25	487.00	212.00
G	PROOFREADER	23	37	275.62	387.00	185.00
H	WORD PROCESSING SUPERVISOR	101	149	355.46	525.00	212.00
I	WORD PROCESSING MANAGER	51	53	434.96	575.00	287.00
AA	ADMINISTRATIVE SECRETARY	41	327	279.38	387.00	107.00
BB	SENIOR ADMINISTRATIVE SECRETARY	29	184	325.99	487.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	40	358.88	412.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	19	19	578.21	1.001.00	312.00
EE	STAFF ANALYST	19	23	489.43	650.00	337.00
J	INFORMATION MANAGER	27	28	617.86	1.001.00	312.00
	AVERAGE HRS/WK	36.6				
	COMPANIES RESPONDING	234				

* Small samples produce less significant data.

MONTREAL

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	8	16	215.31	262.00	165.00
B	WORD PROCESSING OPERATOR	14	109	300.99	337.00	212.00
C	WORD PROCESSING SPECIALIST I	7	21	297.71	337.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	6	303.67	337.00	287.00
E	PHOTOTYPESETTING SPECIALIST	2*	7	394.14	412.00	287.00
F	WORD PROCESSING TRAINER					
G	PROOFREADER	2*	5	248.60	337.00	195.00
H	WORD PROCESSING SUPERVISOR	7	7	344.14	462.00	262.00
I	WORD PROCESSING MANAGER	2*	2	362.00	412.00	312.00
AA	ADMINISTRATIVE SECRETARY	1*	13	275.46	337.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	5	322.00	362.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR					
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	650.00	650.00	650.00
EE	STAFF ANALYST					
J	INFORMATION MANAGER	1*	1	487.00	487.00	487.00
	AVERAGE HRS/WK	36.0				
	COMPANIES RESPONDING	18				

* Small samples produce less significant data.

OTTAWA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	7	15	198.53	237.00	175.00
B	WORD PROCESSING OPERATOR	14	36	242.08	262.00	195.00
C	WORD PROCESSING SPECIALIST I	9	118	283.61	312.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	18	317.56	337.00	287.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	253.67	312.00	237.00
F	WORD PROCESSING TRAINER	4*	4	343.25	462.00	237.00
G	PROOFREADER	5*	6	307.83	337.00	262.00
H	WORD PROCESSING SUPERVISOR	11	21	362.00	437.00	262.00
I	WORD PROCESSING MANAGER	6	6	399.50	487.00	287.00
AA	ADMINISTRATIVE SECRETARY	6	90	285.87	337.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	54	336.07	362.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	29	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	433.00	525.00	337.00
EE	STAFF ANALYST	5*	8	470.00	575.00	412.00
J	INFORMATION MANAGER	5*	5	665.00	750.00	525.00
	AVERAGE HRS/WK	36.7				
	COMPANIES RESPONDING	24				

* Small samples produce less significant data.

TORONTO

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	26	43	213.49	262.00	175.00
B	WORD PROCESSING OPERATOR	49	219	251.84	337.00	195.00
C	WORD PROCESSING SPECIALIST I	43	155	290.87	362.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	34	72	313.39	412.00	212.00
E	PHOTOTYPESETTING SPECIALIST	8	14	303.14	362.00	165.00
F	WORD PROCESSING TRAINER	6	6	349.50	387.00	312.00
G	PROOFREADER	6	11	257.09	312.00	185.00
H	WORD PROCESSING SUPERVISOR	37	63	355.65	487.00	287.00
I	WORD PROCESSING MANAGER	19	19	445.00	575.00	337.00
AA	ADMINISTRATIVE SECRETARY	9	75	274.21	337.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	34	314.21	487.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	5	382.00	412.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	767.00	1.001.00	650.00
EE	STAFF ANALYST	4*	4	515.50	650.00	362.00
J	INFORMATION MANAGER	8	9	711.33	1.001.00	525.00
	AVERAGE HRS/WK	36.8				
	COMPANIES RESPONDING	76				

* Small samples produce less significant data.

AEROSPACE INDUSTRY
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	11	20	223.50	262.00	175.00
B	WORD PROCESSING OPERATOR	28	154	243.48	337.00	185.00
C	WORD PROCESSING SPECIALIST I	27	115	284.53	362.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	19	34	316.41	387.00	237.00
E	PHOTOTYPESETTING SPECIALIST	4*	6	282.83	312.00	212.00
F	WORD PROCESSING TRAINER	3*	3	337.00	362.00	287.00
G	PROOFREADER	7	16	282.31	362.00	212.00
H	WORD PROCESSING SUPERVISOR	24	31	363.23	525.00	237.00
I	WORD PROCESSING MANAGER	10	10	501.00	575.00	387.00
AA	ADMINISTRATIVE SECRETARY	4*	442	298.73	412.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	70	390.57	412.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	9	425.89	437.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	3	545.67	575.00	487.00
EE	STAFF ANALYST	5*	13	496.92	750.00	337.00
J	INFORMATION MANAGER	4*	4	678.25	1,001.00	387.00
	AVERAGE HRS/WK	40.1				
	COMPANIES RESPONDING	35				

* Small samples produce less significant data.

CHEMICAL/ALLIED PRODUCTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	19	33	216.58	262.00	107.00
B	WORD PROCESSING OPERATOR	32	95	240.40	387.00	175.00
C	WORD PROCESSING SPECIALIST I	36	102	275.88	462.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	24	50	284.32	337.00	195.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	287.00	337.00	237.00
F	WORD PROCESSING TRAINER	2*	2	349.50	362.00	337.00
G	PROOFREADER	7	10	294.50	362.00	262.00
H	WORD PROCESSING SUPERVISOR	22	31	381.77	575.00	212.00
I	WORD PROCESSING MANAGER	16	16	444.25	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	9	72	257.93	337.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	107	285.44	437.00	195.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	14	335.21	437.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	537.25	650.00	387.00
EE	STAFF ANALYST	3*	4	512.25	575.00	462.00
J	INFORMATION MANAGER	8	8	645.25	1,001.00	362.00
	AVERAGE HRS/WK	38.7				
	COMPANIES RESPONDING	51				

* Small samples produce less significant data.

FOOD/TOBACCO
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	17	29	201.69	262.00	165.00
B	WORD PROCESSING OPERATOR	24	85	233.60	287.00	185.00
C	WORD PROCESSING SPECIALIST I	21	64	255.05	337.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	16	46	281.57	387.00	212.00
E	PHOTOTYPESETTING SPECIALIST	3*	5	302.00	312.00	262.00
F	WORD PROCESSING TRAINER	2*	2	274.50	287.00	262.00
G	PROOFREADER	8	10	250.30	312.00	195.00
H	WORD PROCESSING SUPERVISOR	16	24	324.50	412.00	262.00
I	WORD PROCESSING MANAGER	15	15	415.40	525.00	262.00
AA	ADMINISTRATIVE SECRETARY	7	65	235.83	362.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	11	280.18	312.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	487.00	487.00	487.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	387.00	437.00	337.00
EE	STAFF ANALYST	3*	4	384.00	575.00	312.00
J	INFORMATION MANAGER	5*	5	444.60	650.00	337.00
	AVERAGE HRS/WK	39.1				
	COMPANIES RESPONDING	38				

* Small samples produce less significant data.

INSTRUMENTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	4*	10	168.70	212.00	155.00
B	WORD PROCESSING OPERATOR	8	85	253.85	362.00	165.00
C	WORD PROCESSING SPECIALIST I	11	56	286.04	387.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	16	366.69	462.00	237.00
E	PHOTOTYPESETTING SPECIALIST	4*	7	279.86	337.00	237.00
F	WORD PROCESSING TRAINER	1*	1	262.00	262.00	262.00
G	PROOFREADER	2*	10	285.10	337.00	165.00
H	WORD PROCESSING SUPERVISOR	10	19	387.05	525.00	212.00
I	WORD PROCESSING MANAGER	7	8	476.25	575.00	312.00
AA	ADMINISTRATIVE SECRETARY	1*	6	155.00	155.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	6	202.00	237.00	195.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	3	328.67	337.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	612.25	900.00	412.00
EE	STAFF ANALYST	2*	2	493.50	525.00	462.00
J	INFORMATION MANAGER	2*	2	637.50	750.00	525.00
	AVERAGE HRS/WK	39.9				
	COMPANIES RESPONDING	18				

* Small samples produce less significant data.

PETROLEUM/COAL/RUBBER
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	16	46	223.13	262.00	185.00
B	WORD PROCESSING OPERATOR	29	120	257.63	387.00	212.00
C	WORD PROCESSING SPECIALIST I	33	76	292.01	437.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	25	43	332.07	525.00	262.00
E	PHOTOTYPESETTING SPECIALIST	3*	5	292.00	337.00	262.00
F	WORD PROCESSING TRAINER	4*	4	318.25	362.00	287.00
G	PROOFREADER	4*	4	330.75	437.00	262.00
H	WORD PROCESSING SUPERVISOR	21	27	401.44	650.00	237.00
I	WORD PROCESSING MANAGER	11	12	450.67	575.00	337.00
AA	ADMINISTRATIVE SECRETARY	15	178	279.17	387.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	12	82	328.46	487.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	15	461.33	900.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	495.50	575.00	412.00
EE	STAFF ANALYST	4*	4	440.25	525.00	337.00
J	INFORMATION MANAGER	7	7	583.86	750.00	412.00
	AVERAGE HRS/WK	39.6				
	COMPANIES RESPONDING	49				

* Small samples produce less significant data.

PRINTING/PUBLISHING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	9	10	195.00	237.00	155.00
B	WORD PROCESSING OPERATOR	11	19	203.58	287.00	147.00
C	WORD PROCESSING SPECIALIST I	10	15	227.40	312.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	8	227.38	262.00	185.00
E	PHOTOTYPESETTING SPECIALIST	10	39	315.05	387.00	175.00
F	WORD PROCESSING TRAINER	3*	4	271.50	312.00	175.00
G	PROOFREADER	1*	14	387.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	11	12	291.17	362.00	237.00
I	WORD PROCESSING MANAGER	6	6	372.50	525.00	262.00
AA	ADMINISTRATIVE SECRETARY	1*	3	178.33	195.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY					
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	287.00	312.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	412.00	412.00	412.00
EE	STAFF ANALYST	2*	3	424.67	575.00	337.00
J	INFORMATION MANAGER	1*	1	650.00	650.00	650.00
	AVERAGE HRS/WK	38.5				
	COMPANIES RESPONDING	27				

* Small samples produce less significant data.

TRANSPORTATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	5*	11	187.00	212.00	142.00
B	WORD PROCESSING OPERATOR	22	83	293.18	437.00	155.00
C	WORD PROCESSING SPECIALIST I	18	36	265.78	412.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	19	337.00	462.00	212.00
E	PHOTOTYPESETTING SPECIALIST	4*	6	295.33	412.00	262.00
F	WORD PROCESSING TRAINER					
G	PROOFREADER	5*	5	361.20	525.00	195.00
H	WORD PROCESSING SUPERVISOR	21	21	372.14	525.00	212.00
I	WORD PROCESSING MANAGER	10	10	461.00	575.00	287.00
AA	ADMINISTRATIVE SECRETARY	7	13	328.00	412.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	4	330.75	412.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR					
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	625.00	1.001.00	462.00
EE	STAFF ANALYST	3*	3	370.33	487.00	312.00
J	INFORMATION MANAGER	9	9	734.89	1.001.00	487.00
	AVERAGE HRS/WK	39.7				
	COMPANIES RESPONDING	36				

* Small samples produce less significant data.

INFORMATION SYSTEMS/PRODUCTS MANUFACTURING/SALES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	25	51	203.47	262.00	137.00
B	WORD PROCESSING OPERATOR	39	100	224.75	337.00	165.00
C	WORD PROCESSING SPECIALIST I	30	67	266.31	337.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	23	34	294.35	387.00	212.00
E	PHOTOTYPESETTING SPECIALIST	4*	4	292.75	337.00	195.00
F	WORD PROCESSING TRAINER	30	39	288.92	412.00	212.00
G	PROOFREADER	4*	5	253.60	337.00	195.00
H	WORD PROCESSING SUPERVISOR	19	24	330.75	487.00	237.00
I	WORD PROCESSING MANAGER	17	21	385.90	525.00	262.00
AA	ADMINISTRATIVE SECRETARY	22	83	243.05	362.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	15	113	255.42	412.00	175.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	4	293.25	362.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	9	11	349.55	525.00	262.00
EE	STAFF ANALYST	8	10	493.50	650.00	312.00
J	INFORMATION MANAGER	15	19	561.05	750.00	312.00
	AVERAGE HRS/WK	39.7				
	COMPANIES RESPONDING	88				

* Small samples produce less significant data.

OTHER MANUFACTURING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	44	107	208.83	262.00	132.00
B	WORD PROCESSING OPERATOR	94	316	234.96	387.00	142.00
C	WORD PROCESSING SPECIALIST I	81	308	260.38	437.00	155.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	68	123	293.01	525.00	165.00
E	PHOTOTYPESETTING SPECIALIST	12	20	280.05	362.00	165.00
F	WORD PROCESSING TRAINER	8	8	308.88	362.00	237.00
G	PROOFREADER	9	11	30[illegible].64	525.00	212.00
H	WORD PROCESSING SUPERVISOR	70	93	359.70	650.00	195.00
I	WORD PROCESSING MANAGER	36	38	424.29	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	28	126	255.44	462.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	22	93	307.03	575.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	11	350.64	487.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	11	442.82	575.00	262.00
EE	STAFF ANALYST	11	15	482.20	750.00	337.00
J	INFORMATION MANAGER	20	20	571.70	900.00	337.00
	AVERAGE HRS/WK	39.3				
	COMPANIES RESPONDING	140				

* Small samples produce less significant data.

AGRICULTURE/FORESTRY
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	3*	9	206.78	212.00	165.00
B	WORD PROCESSING OPERATOR	4*	9	211.56	237.00	185.00
C	WORD PROCESSING SPECIALIST I	3*	20	276.15	337.00	195.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	15	283.67	362.00	212.00
E	PHOTOTYPESETTING SPECIALIST					
F	WORD PROCESSING TRAINER	1*	1	387.00	387.00	387.00
G	PROOFREADER	1*	2	299.50	312.00	287.00
H	WORD PROCESSING SUPERVISOR	4*	15	323.67	387.00	262.00
I	WORD PROCESSING MANAGER	2*	2	424.50	487.00	362.00
AA	ADMINISTRATIVE SECRETARY					
BB	SENIOR ADMINISTRATIVE SECRETARY					
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	412.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER					
EE	STAFF ANALYST					
J	INFORMATION MANAGER					
	AVERAGE HRS/WK	40.0				
	COMPANIES RESPONDING	5				

* Small samples produce less significant data.

BANKING/CREDIT AGENCIES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	77	182	184.25	262.00	132.00
B	WORD PROCESSING OPERATOR	122	471	208.85	312.00	107.00
C	WORD PROCESSING SPECIALIST I	105	365	232.31	337.00	142.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	73	102	247.14	387.00	175.00
E	PHOTOTYPESETTING SPECIALIST	9	11	277.91	362.00	212.00
F	WORD PROCESSING TRAINER	3*	3	218.67	287.00	107.00
G	PROOFREADER	10	15	243.07	287.00	165.00
H	WORD PROCESSING SUPERVISOR	93	125	284.26	437.00	185.00
I	WORD PROCESSING MANAGER	69	74	355.09	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	21	266	227.56	362.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	12	204	281.17	387.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	10	307.00	362.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	493.50	1,001.00	337.00
EE	STAFF ANALYST	8	11	356.36	525.00	237.00
J	INFORMATION MANAGER	11	11	543.00	750.00	312.00
	AVERAGE HRS/WK	38.9				
	COMPANIES RESPONDING	177				

* Small samples produce less significant data.

EDUCATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	57	137	186.37	262.00	107.00
B	WORD PROCESSING OPERATOR	101	282	207.67	312.00	112.00
C	WORD PROCESSING SPECIALIST I	78	215	213.07	362.00	132.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	60	87	249.00	525.00	165.00
E	PHOTOTYPESETTING SPECIALIST	21	33	209.09	312.00	107.00
F	WORD PROCESSING TRAINER	19	23	416.48	900.00	237.00
G	PROOFREADER	20	25	244.04	487.00	107.00
H	WORD PROCESSING SUPERVISOR	83	95	282.14	525.00	185.00
I	WORD PROCESSING MANAGER	51	51	340.22	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	32	1.061	216.98	362.00	132.00
BB	SENIOR ADMINISTRATIVE SECRETARY	23	240	301.09	900.00	137.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	46	353.07	900.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	17	409.18	1.001.00	262.00
EE	STAFF ANALYST	7	13	626.08	1.001.00	312.00
J	INFORMATION MANAGER	23	23	517.22	1.001.00	262.00
	AVERAGE HRS/WK	38.7				
	COMPANIES RESPONDING	183				

* Small samples produce less significant data.

FEDERAL GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	44	128	187.91	237.00	132.00
B	WORD PROCESSING OPERATOR	60	308	221.60	412.00	132.00
C	WORD PROCESSING SPECIALIST I	49	301	237.22	362.00	142.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	47	111	261.23	362.00	175.00
E	PHOTOTYPESETTING SPECIALIST	7	26	264.54	312.00	195.00
F	WORD PROCESSING TRAINER	7	9	287.00	312.00	237.00
G	PROOFREADER	19	29	289.62	525.00	175.00
H	WORD PROCESSING SUPERVISOR	57	94	310.26	650.00	185.00
I	WORD PROCESSING MANAGER	30	32	381.59	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	7	224	239.92	312.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	9	68	266.04	387.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	30	274.50	437.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	8	553.00	750.00	387.00
EE	STAFF ANALYST	20	44	475.02	750.00	237.00
J	INFORMATION MANAGER	19	19	626.89	1,001.00	412.00
	AVERAGE HRS/WK	40.0				
	COMPANIES RESPONDING	91				

* Small samples produce less significant data.

STATE GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	23	52	188.35	262.00	112.00
B	WORD PROCESSING OPERATOR	41	131	220.53	337.00	107.00
C	WORD PROCESSING SPECIALIST I	36	120	229.10	387.00	147.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	21	38	252.79	362.00	212.00
E	PHOTOTYPESETTING SPECIALIST	9	15	272.53	412.00	195.00
F	WORD PROCESSING TRAINER	3*	3	303.67	387.00	212.00
G	PROOFREADER	3*	4	225.25	287.00	165.00
H	WORD PROCESSING SUPERVISOR	36	46	283.70	412.00	185.00
I	WORD PROCESSING MANAGER	26	27	357.85	525.00	287.00
AA	ADMINISTRATIVE SECRETARY	12	86	222.31	362.00	107.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	13	235.46	287.00	142.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	12	353.75	575.00	287.00
EE	STAFF ANALYST	4*	5	454.60	650.00	337.00
J	INFORMATION MANAGER	7	7	442.43	650.00	362.00
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	63				

* Small samples produce less significant data.

LOCAL GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	20	30	202.37	262.00	155.00
B	WORD PROCESSING OPERATOR	38	99	227.34	287.00	155.00
C	WORD PROCESSING SPECIALIST I	31	96	245.76	387.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	33	252.79	312.00	175.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	287.00	337.00	237.00
F	WORD PROCESSING TRAINER					
G	PROOFREADER	1*	1	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	35	41	299.20	462.00	212.00
I	WORD PROCESSING MANAGER	16	16	413.63	575.00	287.00
AA	ADMINISTRATIVE SECRETARY	6	23	219.17	312.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	5	329.60	387.00	175.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	481.00	525.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	8	521.63	900.00	262.00
EE	STAFF ANALYST	4*	4	496.75	525.00	412.00
J	INFORMATION MANAGER	8	8	434.00	575.00	287.00
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	58				

* Small samples produce less significant data.

INSURANCE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	131	399	194.31	262.00	132.00
B	WORD PROCESSING OPERATOR	171	829	203.70	312.00	142.00
C	WORD PROCESSING SPECIALIST I	151	570	232.71	412.00	147.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	109	164	256.66	437.00	175.00
E	PHOTOTYPESETTING SPECIALIST	22	30	233.27	312.00	155.00
F	WORD PROCESSING TRAINER	21	24	269.63	362.00	195.00
G	PROOFREADER	31	66	216.70	337.00	147.00
H	WORD PROCESSING SUPERVISOR	150	200	310.88	487.00	212.00
I	WORD PROCESSING MANAGER	93	100	400.30	575.00	212.00
AA	ADMINISTRATIVE SECRETARY	20	160	208.52	262.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	159	245.77	387.00	185.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	11	400.73	750.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	11	454.18	750.00	287.00
EE	STAFF ANALYST	13	26	389.92	525.00	262.00
J	INFORMATION MANAGER	16	16	569.31	900.00	262.00
	AVERAGE HRS/WK	37.6				
	COMPANIES RESPONDING	220				

* Small samples produce less significant data.

LEGAL SERVICES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	44	87	199.59	262.00	107.00
B	WORD PROCESSING OPERATOR	110	272	250.21	387.00	147.00
C	WORD PROCESSING SPECIALIST I	94	287	287.49	437.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	71	94	295.16	525.00	185.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	283.50	412.00	155.00
F	WORD PROCESSING TRAINER	2*	3	287.00	337.00	237.00
G	PROOFREADER	19	51	210.61	337.00	155.00
H	WORD PROCESSING SUPERVISOR	88	99	328.73	487.00	185.00
I	WORD PROCESSING MANAGER	41	41	405.63	575.00	237.00
AA	ADMINISTRATIVE SECRETARY	18	148	267.60	387.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	13	126	273.10	412.00	165.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	9	364.78	487.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	10	430.80	650.00	312.00
EE	STAFF ANALYST	4*	4	293.25	362.00	237.00
J	INFORMATION MANAGER	17	17	515.88	900.00	237.00
	AVERAGE HRS/WK	36.9				
	COMPANIES RESPONDING	162				

* Small samples produce less significant data.

MEDICAL CARE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	18	39	195.23	262.00	165.00
B	WORD PROCESSING OPERATOR	30	105	226.05	312.00	155.00
C	WORD PROCESSING SPECIALIST I	28	132	247.94	312.00	112.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	42	264.38	337.00	212.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	216.00	262.00	195.00
F	WORD PROCESSING TRAINER					
G	PROOFREADER	6	9	269.00	337.00	175.00
H	WORD PROCESSING SUPERVISOR	22	29	305.76	487.00	132.00
I	WORD PROCESSING MANAGER	22	22	378.50	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	11	36	245.64	312.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	11	325.64	387.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	337.00	362.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	594.80	900.00	312.00
EE	STAFF ANALYST	2*	4	440.25	525.00	412.00
J	INFORMATION MANAGER	2*	2	669.00	1,001.00	337.00
	AVERAGE HRS/WK	39.3				
	COMPANIES RESPONDING	51				

* Small samples produce less significant data.

ASSOCIATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	15	37	198.65	237.00	147.00
B	WORD PROCESSING OPERATOR	24	61	219.48	287.00	142.00
C	WORD PROCESSING SPECIALIST I	19	33	244.48	337.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	13	283.15	387.00	237.00
E	PHOTOTYPESETTING SPECIALIST	4*	4	249.50	287.00	212.00
F	WORD PROCESSING TRAINER					
G	PROOFREADER	5*	10	301.10	487.00	195.00
H	WORD PROCESSING SUPERVISOR	16	16	300.00	362.00	195.00
I	WORD PROCESSING MANAGER	7	7	428.14	575.00	362.00
AA	ADMINISTRATIVE SECRETARY	8	37	279.78	312.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	10	322.00	362.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	3	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	409.00	650.00	287.00
EE	STAFF ANALYST	1*	2	618.50	900.00	337.00
J	INFORMATION MANAGER	5*	5	537.40	1,001.00	237.00
	AVERAGE HRS/WK	37.5				
	COMPANIES RESPONDING	34				

* Small samples produce less significant data.

OTHER PROFESSIONAL SERVICES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	58	97	208.60	262.00	107.00
B	WORD PROCESSING OPERATOR	90	334	269.22	387.00	117.00
C	WORD PROCESSING SPECIALIST I	67	225	279.85	462.00	175.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	43	68	287.74	487.00	212.00
E	PHOTOTYPESETTING SPECIALIST	7	11	265.00	337.00	195.00
F	WORD PROCESSING TRAINER	9	13	304.31	462.00	237.00
G	PROOFREADER	23	42	248.14	387.00	142.00
H	WORD PROCESSING SUPERVISOR	56	65	340.82	575.00	185.00
I	WORD PROCESSING MANAGER	38	39	359.82	525.00	212.00
AA	ADMINISTRATIVE SECRETARY	28	195	234.30	387.00	117.00
BB	SENIOR ADMINISTRATIVE SECRETARY	23	94	282.68	462.00	185.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	18	316.17	462.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	17	416.47	750.00	262.00
EE	STAFF ANALYST	6	11	524.82	1.001.00	287.00
J	INFORMATION MANAGER	25	25	547.32	1.001.00	287.00
	AVERAGE HRS/WK	39.2				
	COMPANIES RESPONDING	155				

* Small samples produce less significant data.

PUBLIC UTILITIES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	42	178	203.07	262.00	107.00
B	WORD PROCESSING OPERATOR	70	464	236.18	437.00	137.00
C	WORD PROCESSING SPECIALIST I	55	276	308.86	437.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	45	83	309.88	437.00	195.00
E	PHOTOTYPESETTING SPECIALIST	7	8	248.38	337.00	195.00
F	WORD PROCESSING TRAINER	4	9	343.78	650.00	185.00
G	PROOFREADER	19	45	267.13	362.00	185.00
H	WORD PROCESSING SUPERVISOR	57	108	407.66	575.00	237.00
I	WORD PROCESSING MANAGER	29	34	447.09	575.00	312.00
AA	ADMINISTRATIVE SECRETARY	22	389	309.82	412.00	147.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	107	342.26	575.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	15	40	418.03	525.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	14	563.21	900.00	337.00
EE	STAFF ANALYST	13	17	541.76	650.00	362.00
J	INFORMATION MANAGER	16	18	629.72	900.00	337.00
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	103				

* Small samples produce less significant data.

RETAIL/WHOLESALE/IMPORT/EXPORT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	20	36	196.00	237.00	142.00
B	WORD PROCESSING OPERATOR	26	173	221.44	312.00	155.00
C	WORD PROCESSING SPECIALIST I	17	128	257.48	312.00	165.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	42	288.79	362.00	237.00
E	PHOTOTYPESETTING SPECIALIST	6	6	245.83	287.00	165.00
F	WORD PROCESSING TRAINER	2*	2	274.50	287.00	262.00
G	PROOFREADER	4*	5	287.00	337.00	237.00
H	WORD PROCESSING SUPERVISOR	27	53	323.57	412.00	175.00
I	WORD PROCESSING MANAGER	11	12	355.83	525.00	212.00
AA	ADMINISTRATIVE SECRETARY	7	15	242.67	387.00	142.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	4	343.25	462.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	393.50	525.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	474.67	650.00	312.00
EE	STAFF ANALYST	3*	5	434.60	525.00	362.00
J	INFORMATION MANAGER	5*	5	549.80	750.00	362.00
	AVERAGE HRS/WK	39.0				
	COMPANIES RESPONDING	46				

* Small samples produce less significant data.

RESEARCH/ENGINEERING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	32	58	203.31	262.00	132.00
B	WORD PROCESSING OPERATOR	53	199	241.48	412.00	155.00
C	WORD PROCESSING SPECIALIST I	51	157	253.85	337.00	185.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	43	56	282.29	525.00	185.00
E	PHOTOTYPESETTING SPECIALIST	9	21	223.38	287.00	185.00
F	WORD PROCESSING TRAINER	4*	4	318.25	362.00	262.00
G	PROOFREADER	14	28	545.04	575.00	212.00
H	WORD PROCESSING SUPERVISOR	43	51	319.86	575.00	212.00
I	WORD PROCESSING MANAGER	22	27	437.63	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	18	163	217.81	387.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	12	116	248.57	387.00	147.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	85	275.53	362.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	9	9	442.67	525.00	312.00
EE	STAFF ANALYST	1*	1	437.00	437.00	437.00
J	INFORMATION MANAGER	15	15	513.93	900.00	237.00
	AVERAGE HRS/WK	40.1				
	COMPANIES RESPONDING	88				

* Small samples produce less significant data.

INFORMATION SERVICE BUREAU
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	16	25	175.80	262.00	107.00
B	WORD PROCESSING OPERATOR	25	50	233.88	312.00	112.00
C	WORD PROCESSING SPECIALIST I	16	26	274.50	387.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	15	290.33	362.00	212.00
E	PHOTOTYPESETTING SPECIALIST	6	8	261.75	337.00	185.00
F	WORD PROCESSING TRAINER	4*	6	316.17	387.00	237.00
G	PROOFREADER	11	17	212.35	262.00	155.00
H	WORD PROCESSING SUPERVISOR	12	15	333.67	437.00	262.00
I	WORD PROCESSING MANAGER	20	20	384.20	575.00	155.00
AA	ADMINISTRATIVE SECRETARY	5*	8	268.25	312.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	5	327.00	362.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	345.33	412.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	545.67	650.00	412.00
EE	STAFF ANALYST	1*	2	399.50	412.00	387.00
J	INFORMATION MANAGER	4*	4	527.75	900.00	312.00
	AVERAGE HRS/WK	40.0				
	COMPANIES RESPONDING	40				

* Small samples produce less significant data.

OTHER NON-MANUFACTURING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	58	110	189.04	262.00	107.00
B	WORD PROCESSING OPERATOR	99	327	225.69	387.00	107.00
C	WORD PROCESSING SPECIALIST I	80	226	250.55	387.00	107.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	64	104	273.44	487.00	155.00
E	PHOTOTYPESETTING SPECIALIST	9	14	280.29	437.00	185.00
F	WORD PROCESSING TRAINER	7	8	318.25	412.00	237.00
G	PROOFREADER	23	47	229.55	362.00	132.00
H	WORD PROCESSING SUPERVISOR	75	81	324.43	525.00	107.00
I	WORD PROCESSING MANAGER	51	52	379.87	575.00	262.00
AA	ADMINISTRATIVE SECRETARY	34	198	235.05	337.00	155.00
BB	SENIOR ADMINISTRATIVE SECRETARY	21	192	272.85	412.00	195.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	12	18	423.28	1,001.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	17	21	487.76	900.00	262.00
EE	STAFF ANALYST	4*	4	456.00	575.00	337.00
J	INFORMATION MANAGER	26	26	560.38	1,001.00	237.00
	AVERAGE HRS/WK	38.9				
	COMPANIES RESPONDING	161				

* Small samples produce less significant data.

EDUCATION
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	7	77	212.13	262.00	195.00
B	WORD PROCESSING OPERATOR	8	12	237.00	262.00	212.00
C	WORD PROCESSING SPECIALIST I	7	19	272.53	337.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	5	257.00	287.00	212.00
E	PHOTOTYPESETTING SPECIALIST					
F	WORD PROCESSING TRAINER	3*	3	395.33	487.00	337.00
G	PROOFREADER					
H	WORD PROCESSING SUPERVISOR	4*	4	299.50	312.00	287.00
I	WORD PROCESSING MANAGER	4*	4	415.25	525.00	312.00
AA	ADMINISTRATIVE SECRETARY	6	22	256.23	337.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	10	272.00	362.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR					
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	650.00	650.00	650.00
EE	STAFF ANALYST					
J	INFORMATION MANAGER	1*	1	525.00	525.00	525.00
	AVERAGE HRS/WK	34.8				
	COMPANIES RESPONDING	21				

* Small samples produce less significant data.

INSURANCE (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	11	18	206.00	237.00	175.00
B	WORD PROCESSING OPERATOR	15	59	237.27	287.00	195.00
C	WORD PROCESSING SPECIALIST I	12	27	255.52	437.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	10	299.50	387.00	237.00
E	PHOTOTYPESETTING SPECIALIST	1*	3	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	2*	2	324.50	337.00	312.00
G	PROOFREADER	1*	1	312.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	10	15	343.67	462.00	237.00
I	WORD PROCESSING MANAGER	3*	3	420.33	462.00	387.00
AA	ADMINISTRATIVE SECRETARY	1*	8	223.38	262.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY					
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	412.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER					
EE	STAFF ANALYST					
J	INFORMATION MANAGER	2*	2	575.00	575.00	575.00
	AVERAGE HRS/WK	36.6				
	COMPANIES RESPONDING	17				

* Small samples produce less significant data.

LEGAL SERVICES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	3*	3	181.67	185.00	175.00
B	WORD PROCESSING OPERATOR	7	19	239.11	312.00	155.00
C	WORD PROCESSING SPECIALIST I	7	15	277.00	337.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	6	307.83	362.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	4	337.00	337.00	337.00
F	WORD PROCESSING TRAINER					
G	PROOFREADER	2*	2	274.50	287.00	262.00
H	WORD PROCESSING SUPERVISOR	7	7	354.86	412.00	287.00
I	WORD PROCESSING MANAGER	1*	1	437.00	437.00	437.00
AA	ADMINISTRATIVE SECRETARY					
BB	SENIOR ADMINISTRATIVE SECRETARY					
CC	ADMINISTRATIVE SUPPORT SUPERVISOR					
DD	ADMINISTRATIVE SUPPORT MANAGER					
EE	STAFF ANALYST					
J	INFORMATION MANAGER					

AVERAGE HRS/WK 39.2

COMPANIES RESPONDING 12

* Small samples produce less significant data.

OTHER NON-MANUFACTURING
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	11	20	212.25	262.00	147.00
B	WORD PROCESSING OPERATOR	20	82	256.62	362.00	155.00
C	WORD PROCESSING SPECIALIST I	11	81	293.17	387.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	19	310.68	362.00	212.00
E	PHOTOTYPESETTING SPECIALIST	1*	3	187.33	212.00	165.00
F	WORD PROCESSING TRAINER	3*	3	345.33	462.00	212.00
G	PROOFREADER	4*	6	253.67	337.00	212.00
H	WORD PROCESSING SUPERVISOR	9	16	388.56	487.00	262.00
I	WORD PROCESSING MANAGER	8	8	430.88	525.00	362.00
AA	ADMINISTRATIVE SECRETARY	6	26	274.50	312.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	9	300.89	337.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	4	330.75	337.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	441.33	525.00	362.00
EE	STAFF ANALYST	6	9	441.33	575.00	337.00
J	INFORMATION MANAGER	6	6	629.17	750.00	525.00
	AVERAGE HRS/WK	37.3				
	COMPANIES RESPONDING	30				

* Small samples produce less significant data.

OTHER PROFESSIONAL SERVICES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	7	12	197.67	237.00	165.00
B	WORD PROCESSING OPERATOR	12	58	240.67	312.00	142.00
C	WORD PROCESSING SPECIALIST I	9	64	295.20	312.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	7	315.57	337.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	2*	2	312.00	312.00	312.00
G	PROOFREADER	3*	7	216.14	287.00	185.00
H	WORD PROCESSING SUPERVISOR	7	20	353.25	387.00	262.00
I	WORD PROCESSING MANAGER	3*	3	479.00	575.00	337.00
AA	ADMINISTRATIVE SECRETARY	4*	46	268.52	337.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	17	322.29	487.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	4	368.25	387.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	568.50	650.00	487.00
EE	STAFF ANALYST					
J	INFORMATION MANAGER	1*	1	487.00	487.00	487.00
	AVERAGE HRS/WK	35.7				
	COMPANIES RESPONDING	16				

* Small samples produce less significant data.

PETROLEUM/COAL/RUBBER
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	3*	8	249.50	262.00	237.00
B	WORD PROCESSING OPERATOR	9	36	300.89	337.00	237.00
C	WORD PROCESSING SPECIALIST I	10	40	346.38	412.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	13	360.08	412.00	312.00
E	PHOTOTYPESETTING SPECIALIST	2*	5	372.00	412.00	312.00
F	WORD PROCESSING TRAINER	1*	2	362.00	362.00	362.00
G	PROOFREADER	2*	3	345.33	387.00	287.00
H	WORD PROCESSING SUPERVISOR	9	11	427.91	487.00	337.00
I	WORD PROCESSING MANAGER					
AA	ADMINISTRATIVE SECRETARY	1*	28	309.32	312.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	17	367.88	462.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR					
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	1,001.00	1,001.00	1,001.00
EE	STAFF ANALYST	1*	1	575.00	575.00	575.00
J	INFORMATION MANAGER	1*	1	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK	35.8				
	COMPANIES RESPONDING	13				

* Small samples produce less significant data.

PUBLIC UTILITIES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW
A	WORD PROCESSING TRAINEE	7	17	215.24	262.00	195.00
B	WORD PROCESSING OPERATOR	9	45	239.22	287.00	212.00
C	WORD PROCESSING SPECIALIST I	6	35	284.86	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	37	308.62	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	1*	1	362.00	362.00	362.00
G	PROOFREADER	3*	7	290.57	337.00	262.00
H	WORD PROCESSING SUPERVISOR	6	13	368.77	525.00	262.00
I	WORD PROCESSING MANAGER	7	9	431.44	487.00	387.00
AA	ADMINISTRATIVE SECRETARY	4*	28	303.96	337.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	7	365.57	387.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR					
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	650.00	650.00	650.00
EE	STAFF ANALYST	3*	3	495.67	525.00	437.00
J	INFORMATION MANAGER	5*	5	755.20	1,001.00	575.00
	AVERAGE HRS/WK	37.1				
	COMPANIES RESPONDING	14				

* Small samples produce less significant data.